



Government College for Women, Sonipat

Email id: gcwsonipat@gmail.com

Dated: 05/7/2024

Notice for the meeting of IQAC

The meeting of IQAC is scheduled to be held on July 07, 2024 at 1:30 p.m. in the Principal office. The members of IQAC are requested to make it convenient to attend the meeting on the above schedule (in person).

Agenda of the meeting:

1. Acknowledgment with **objectives and strategies of IQAC.**
2. Organisation of an **Induction/ Orientation programme** for fresher students of current session.
3. Effective planning for the session 2024-2025 regarding proper functioning, quality enhancement and providing a better environment to each stakeholder of this institution.
4. Effective **curriculum planning and measures** for proper implementation for enhancement of quality education.
5. Any other issues with permission of the chairperson.

IQAC (Co-ordinator)

Vandana Nasa

Dr. Vandana Nasa

Associate Professor of Commerce

[Signature]
Principal
Govt. College for Women
Sonipat

Govt. College For Women, Sonipat

Minutes of the Meeting (7/7/2024)

The meeting of IQAC began at 1:30 PM in the presence of the Chairperson of IQAC, with a formal welcome of all members of the IQAC committee by the co-ordinator, followed by the discussion of topics mentioned in the agenda of the meeting.

Minutes of meeting are as:

1. Members of the IQAC committee are acknowledged with its objectives, functionality and strategies of IQAC. Dr. Vandana Nasa explained the following objectives as well as strategies of IQAC to evolve mechanisms and procedures by IQAC.

Objectives of IQAC:

- To develop a system for conscious and consistent improvement in college.
- To assure all the stakeholders about the quality of education provided by college.

Strategies of IQAC:

Assuring quality education of programs run by college

- Equitable access to and affordability of academic programs for various sections of society.
 - Optimisation and integration of modern methods of teaching and learning
 - Timely, efficient and progressive performance of academic, administrative and financial tasks.
2. Organisation of an **Induction/ Orientation programme** for fresher students of the current session was finalised and the date was decided as 27/07/2024. Proper planning was designed for organisation of an Induction/ Orientation programme for fresher students of current session. Each cell In-charge will

have to explain the working of the cell in detail so that students can interact with the concerned In-charge when required.

3. All HODs of different departments and In-Charges of different societies are instructed for ensuring effective curriculum planning and measures for proper implementation for enhancement of quality education.
4. To improve quality education in the Institution, it was decided to generate an activity calendar by different cells and departments so that each activity can be organised timely and students will be benefitted and submit a copy to IQAC as well as submit the report of their activities conducted by them.
5. It was decided that all teaching departments should have to display lesson plans and activities calendar (duly signed by all members and seen by R/Principal sir) on their respective notice board as well as attach them in register also. They have to maintain activity register with relevant documents and seen by respected Principal at the end of each activity. It is reviewed by IQAC quarterly.
6. It was also decided that meetings of the IQAC will be conducted as per requirement for proper functioning, quality enhancement and providing a better environment to each stakeholder.

The meeting was closed with a formal vote of thanks by the convener.

Vandana
7/7/24
(Convener - IQAC)

[Signature]
Principal
Govt. College for Women
Sonapat

Action Taken :

1. An **Induction/ Orientation** programme was organised by the IQAC committee for fresher students of the Institution on 27/07/2024 in Multi Purpose hall.
2. All teaching departments were instructed to **display lesson plans and activities calendar** (duly signed by all members and seen by R/Principal sir) on their respective notice board as well as attach in register also.

Vandana Nasa
7/7/24
IQAC (Co-ordinator)

Dr. Vandana Nasa

Associate Professor of Commerce

[Signature]
Principal
Govt. College for Women
Govt. College For Women, Sanipat